

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

[Opening Paragraph: Introduce yourself and state the position you are applying for. Mention how you found out about the job.]

[Body Paragraph 1: Highlight your relevant skills and experience. Explain why you are a good fit for the position and what unique qualities you bring to the company.]

[Body Paragraph 2: Discuss specific achievements or projects that demonstrate your capabilities. Connect these experiences to the requirements of the job.]

[Body Paragraph 3: Show enthusiasm for the company and the role. Explain why you want to work there and how you align with the company's values or goals.]

[Closing Paragraph: Reiterate your interest in the position, thank the employer for considering your application, and express your desire for an interview. Provide your contact information again.]

Sincerely,
[Your Name]